



# EL PASO COUNTY ETHICS COMMISSION



## NOMINEE PACKET FOR OUTSIDE ENTITIES

Submit Application & Background Investigation Form to the  
El Paso County Human Resources Department at:

800 E. Overland

Room 223

El Paso, TX 79901

Phone: (915) 546-2218

Fax: (915) 546-8126

Email: [humanresources@epcounty.com](mailto:humanresources@epcounty.com)



**VERONICA ESCOBAR**

El Paso County Judge

Dear Applicant,

Thank you for your interest in applying to serve as a member of the El Paso County Ethics Commission Board. This packet provides the necessary information for you to familiarize yourself with the responsibilities of this board and the necessary documents to begin the application process.

We appreciate your willingness to be involved in guiding the future of this board and its function of ensuring the health and vitality of our community.

As a member of this board, you will be expected to participate in the meetings and other tasks as deemed necessary to fulfill your post. You should participate actively in meetings and seeking as much information needed to help the board come to its decisions. Please be aware of the various duties, responsibilities and the time commitment that will be required of you.

After submitting this application, it will be reviewed and if it meets the qualifications needed to fill the vacancy, your information will be submitted for approval by the appropriate entity.

If you have any further questions please feel free to contact the County Judge's office at (915) 546-2098. Again, thank you for your leadership and commitment.

Sincerely,

A handwritten signature in blue ink, appearing to read "Veronica Escobar", is written over a faint, larger version of the same signature.

Veronica Escobar  
El Paso County Judge

# EL PASO COUNTY ETHICS COMMISSION

## Board Overview

The Ethics Commission was created by Commissioners Court in September 2009. The stability of democracy depends upon the continuing consent of the governed, which in turn depends upon the trust the electorate holds for its government. The Ethics Commission of the County of El Paso, Texas, in concert with elected county officials, as well as leaders of the various county departments recognize the need to maintain the public trust and confidence in the workings of county government and thus adopts this Code of Ethics:

[http://www.epcounty.com/ethicscom/documents/Code\\_of\\_Ethics.pdf](http://www.epcounty.com/ethicscom/documents/Code_of_Ethics.pdf)

The board does not have bylaws, but is governed by Chapter 161 of the Texas Local Government Code and its own Code of Ethics and Rules and Procedures.

## Duties

The Ethics Commission adopts, publishes, and enforces an ethics code governing county public servants.

## Seats

It is a 10-member commission that serves to adopt, publish, and enforce an ethics code governing county public servants.

## Qualifications

In addition to the training requirements below, a person must also meet the following:

Sec. 161.056. ELIGIBILITY. (a) To be eligible for appointment to the commission, a person must:

- (1) Be at least 18 years old;
- (2) Be a property taxpayer in the county; and
- (3) Have resided in the county for the two years immediately preceding the date on which the person's term will begin.

(b) A person is not eligible for appointment to the commission if the person is:

- (1) An elected officer;
- (2) A county employee;
- (3) A county affiliate;
- (4) A person employed as a lobbyist;
- (5) A person convicted of a misdemeanor involving moral turpitude or a felony; or
- (6) A person who is delinquent in payment of local, state, or federal taxes.

Sec. 161.104. COMMISSION MEMBER EDUCATION AND TRAINING. (a) Not later than the 30th day after the date a person is appointed to the commission, the person must complete training on the following matters:

- (1) the legislation that created the commission;

- (2) the role and functions of the commission; and
- (3) the requirements of:
  - (A) the open meetings law, Chapter 551, Government Code;
  - (B) the public information law, Chapter 552, Government Code; and
  - (C) other laws relating to public officials, including conflict-of-interest laws.

(b) A member of the commission must complete subsequent training programs on the following matters:

- (1) the ethics code adopted by the commission; and
- (2) the procedural rules adopted by the commission.

(c) A person who is appointed to and qualifies for office as a member of the commission may not vote, deliberate, or be counted as a member in attendance at a meeting of the commission after the 30th day after the date the person is appointed to the commission unless the person has completed a training program as required by Subsection (a).

The training above is provided for the candidates through the County of El Paso.

## **Terms**

Each term is for two years.

## **Meeting Time**

The Commission usually meets on the first Thursday of the first month of each quarter to review items that have been placed on the agenda. If any complaints or issues need to be addressed by the Commission between regular meetings, a special meeting will be held. With the exception of Executive Session, these meetings are always open to the public.

## El Paso County Ethics Commission Information

Website:

<http://epcounty.com/ethicscom/default.asp>

Code of Ethics:

<http://epcounty.com/ethicscom/documents/Code of Ethics.pdf>

Rules and Procedures:

<http://epcounty.com/ethicscom/documents/Rules and Procedures.pdf>

Training on the Code:

<http://epcounty.com/ethicscom/training.htm>



## COUNTY OF EL PASO

### Application for Boards, Commissions, and Committees

Name: \_\_\_\_\_ Voting Precinct: \_\_\_\_\_

List the Board(s), Commission(s), and/or Committee(s) you are particularly interested in:

\_\_\_\_\_

Home Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone number: \_\_\_\_\_ Cell Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

PURSUANT TO TEXAS GOVERNMENT CODE, SEC. 522.021. I ELECT THAT MY HOME ADDRESS & TELEPHONE NUMBER (CHECK ONE):  MAY BE RELEASED /  SHALL NOT BE RELEASED TO THE PUBLIC UPON REQUEST UNDER THE TEXAS OPEN RECORDS ACT. FAILURE TO MAKE A DESIGNATION RESULTS IN INFORMATION BEING AVAILABLE FOR PUBLIC ACCESS.

Length of Residency in El Paso County: \_\_\_\_\_ (Years/Months)

Place of Employment: \_\_\_\_\_

Business Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Telephone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Professional Background:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Educational Background:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous volunteer organizations and/or community service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Three (3) personal or professional references not related to you:

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

NAME \_\_\_\_\_ PHONE # \_\_\_\_\_ YEARS KNOWN \_\_\_\_\_

Do you have property in El Paso County under your name? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Are your property taxes current? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No) If not, please give a brief explanation:

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Are you aware of any matter that could be considered a conflict that should be disclosed before you are considered for appointment? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

If so, please describe the matter.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application should be submitted to:

Ethics Commission Staff Support  
800 E. Overland, Ste. 223  
El Paso, Texas 79901  
Ph. (915) 546-2218 Fax (915) 546-8126



**BACKGROUND INVESTIGATION  
AUTHORIZATION FORM  
RELEASE OF CONFIDENTIAL INFORMATION**

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Dear Applicant:

The County of El Paso conducts background investigations on applicants for various boards and commissions. This effort is part of the selection process and requires your authorization. By signing this document you acknowledge that you are voluntarily granting permission to the County of El Paso to conduct a background check and you authorize relevant parties to release confidential information. The information will remain confidential and will not be disclosed except as required by law.

I, \_\_\_\_\_, further hereby authorize the County of El Paso Human Resources Department to obtain all confidential records and information pertaining to a complete background investigation. This may include items such as (but not limited to): personal references, work references, Police Records, Sheriff Records, Driving Record, and any open record request.

_____ Full Legal Name	_____ Maiden Name (If Applicable)
_____ Street Address	_____ City/State/Zip Code
_____ Social Security Number	_____ Driver's License Number/State
_____ Date of Birth	_____ Email

List the cities and states in which you have lived in the past 10 years.

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

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Signature of Applicant